5 ELECTRONIC AND MAGNETIC DATA FORMATS

Following are specifications for the five data formats that may be used to submit quarterly wage reports electronically via dial-up or on magnetic media. All five data formats can be submitted via dial-up, magnetic tape, or diskette.

Wisconsin UI Format - Alternative 1

This record format contains the employer UI account number and employee wage record information and quarter designation in one self contained record per employee.

LOCATION	FIELD	LENGTH	DESCRIPTION & REMARKS
01-10	Employer UI Account Number	10	Enter your 10 digit UI account number. Example: If your UI account number is 123456-000-7, positions 1-10 should contain 1234560007.
11-13	Reporting Period Quarter Year (QYY)	3	Enter Quarter and Year to which this report applies (e.g. 106 for the first quarter of 2006).
14-22	Social Security Number	9	If not available, fill with blanks.
23-32*	Last Name	10	Left justify and fill with blanks.
33-40*	First Name	8	Left justify and fill with blanks.
41-49	Employee Quarterly UI Total Gross Wages	9	Right justify and zero fill. Enter dollars and cents. Do not use commas, decimal points, or dollar signs. Example: If employee's wages are $6425.00, positions 41-49 should contain the value 000642500.
50-51	Record Code	2	Should ALWAYS contain '01'
52-80*	Blank	29	Fill with blanks.

* Locations 23-40 may be used for employee name. If unable to accommodate last name in locations 23-32 and first name in locations 33-40, you can use locations 23-40 for the name field. If using as a name field enter an 'S' if the surname appears first or enter an 'F' if the first name appears first in location 80. This field should be left blank if treating the name as separate fields.

Omit titles, e.g., Mr., Mrs., Ms. DR or MD, from the name field. Use uppercase letters only. Do not use punctuation. Parts of a compound surname must be connected by a hyphen. Leading letters (e.g., 'O', 'Mc', etc.) must not be separated from the rest of the surname by a blank.

Federal IRS/SSA Tape Format - Alternative 2

The following format is a modified IRS/SSA format. Although the IRS/SSA magnetic media reporting allows for record types 'A','B','E','W','I','T','F', we will be capturing the necessary Wage Record information exclusively from record types 'E', employer record, and 'S', employee wage, and bypassing all other record types. The 'E' and 'S' record types have been modified to allow for UI information.

Note: Wages reported to IRS/SSA are different from Wisconsin UI total Gross Wages. Following are the 'E' and 'S' record layouts for the modified IRS/SSA format:

Code 'E' - Employer Record

Use a separate code 'E' record for each State Employer Account Number recorded on the tape. Group all employee records (Code 'S') following the code 'E' record for the State UI Employer Account Number reporting group. At least one Code 'S' record must be present for each code 'E' record reported on the file.

LOCATION	FIELD	LENGTH	DESCRIPTION & REMARKS
01	Record Identifier	1	Constant 'E'.
02-05	Filler	4	Not used by Wisconsin Wage Record.
06-14	FEIN	9	Enter 9-digit Federal Employer ID No.
15-158	Filler	144	Not used by Wisconsin Wage Record.
159	Name Code	1	Enter 'S' if the surname appears first in the employee name field (positions 11-37) of the following Code 'S' records. Enter 'F' if the first name appears first in the employee name field of the following Code 'S' records. This code may vary with each Code 'E' record as long as it remains consistent with the following Code 'S' records.
160-167	Filler	8	Not used by Wisconsin Wage Record
168	Tax Type Code	1	Enter 'B' to designate the following Code 'S' records are UI Wage Records.
169-170	State Code	2	Enter '55' to designate Wisconsin
171-175	Filler	5	Not used by Wisconsin Wage Record
176-185	Employer UI Account Number	10	Enter your 10 digit UI account number. (Example: for account number 123456-000-7, enter 1234560007).
186-187	Record Code	2	Should ALWAYS contain '01'.
188-275	Filler	88	Not used by Wisconsin Wage Record.

<u>Code "S" Employee Wage Record</u>

Use the Code "S" employee record to report employee wage information in conjunction with Code "E" record. Generate this record for each employee of an employer and group by employer immediately following the "E" record.

The format of the employee name on the Code "S" record must correspond to the Name Code in position 159 of the preceding Code "E" record. Separate the first and last name by a blank. If a preceding Code "E" record (position 159) contains "F", the first name (maximum 8 characters) is followed by a space and then surname (maximum 10 characters). If preceding Code "E" record (position 159) contains "S", the surname (maximum 10 characters) is followed by a space and then first name (maximum 8 characters).

Omit leading titles, e.g., Mr., Mrs., Ms., from the name field. Lower case letters are not acceptable. Do not use punctuation. Connect parts of a compound surname by a hyphen. Do not separate leading letters (e.g., 'O', 'Mc' etc.) from the rest of the surname by a blank.

The employee Quarterly UI Total Gross Wage Field (positions 132-140) must include dollars and cents and must be reported 'unsigned'. Do not report negative amount fields. Only positive amounts will be accepted. Do not use commas, decimal points or dollar signs in positions 132-140.

LOCATION	FIELD	LENGTH	DESCRIPTION & REMARKS
01	Record Identifier	1	Constant 'S'.
02-10	Social Security Number	9	Enter the employee's social security number. If not available, fill with blanks.
11-37	Employee Name	27	Enter employee's name. Left justify and fill with blanks.
38-123	Filler	86	Not used by Wisconsin Wage Record.
124-125	State Code	2	Enter '55' to designate Wisconsin.
126-127	Record Code	2	Should always contain '01'.
128-131	Reporting Period (MMYY)	4	Enter the last month and year for calendar quarter for which this report applies; ex: '0306' for Jan-Mar 2006.
132-140	Employee Quarterly UI Total Gross Wages	9	Right justify, zero fill. Enter dollars and cents. Do not use commas, decimal points, or dollar signs; (ex: if employee wages are $6425.00, positions 132-140 should contain 000642500).
141-275	Filler	135	Not used by Wisconsin Wage Record.

Federal IRS/SSA Diskette Format - Alternative 3

This is a modified Federal IRS/SSA Diskette format. There are four types: 'E' employer records '1' and '2', and 'W' Wage records '1' and '2'.

Note: Wages reported to IRS/SSA are different from Wisconsin UI Total Gross Wages.

Code 1E and 2E - Employer Records

These records identify the employer whose employee wage and tax information is being reported. Each Code 1E record must be followed directly by a Code 2E record.

Generate a new set of Code 1E/2E records each time it is necessary to change the information in any field on these records. Following each set of Code 1E/2E records, group together all the employee records for the employer identified in the set of Code 1E/2E records.

1E - Record

LOCATION	FIELD	LENGTH	DESCRIPTION & REMARKS
01	Record Sequence	1	A constant '1'.
02	Record Identifier	1	Constant 'E'.
03-06	Payment Period*	4	The payment period reported as quarter and year. Quarter is specified as 01, 02, 03, or 04, and year is specified as two digits; as 06 for 2006.
07-15	FEIN	9	Enter 9 digit Federal Employer ID No.
16-128	Filler	113	Not used by Wisconsin Wage Record.

2E - Record

LOCATION	FIELD	LENGTH	DESCRIPTION & REMARKS
01	Record Sequence	1	A constant '2'.
02	Record Identifier	1	Constant 'E'.
03-47	Filler	45	Not used by Wisconsin Wage Record.
48	Name Code	1	Enter 'S' if surname appears first in the name field. Enter 'F' if first name appears first in the name field.
49-56	Filler	8	Not used by Wisconsin Wage Record.
57-66	Employer UI Account Number	10	Enter your 10 digit UI account number. Example: If you account number is 123456-000-7 enter 1234560007.
67-128	Filler	62	Not used by Wisconsin Wage Record.

*   These fields are not in standard with IRS specifications.

<u>Code 1W and 2W - Employee Wage Records</u>

These records are used to report wage data for the employees of the employer identified in the most recent set of Code 1E/2E records.

Employee (Code 1W/2W) records should be grouped together to follow the appropriate employer (Code 1E/2E). The sets of employee records may appear in any desired sequence within a group, but each Code 1W record must be followed directly by a Code 2W record for the same employee.

The format of the employee name on the Code 1W record must correspond to the Name Code in position 48 of the related Code 2E record.

Use first and last names only; do not use middle initials or middle names.

1W - Record

LOCATION	FIELD	LENGTH	DESCRIPTION & REMARKS
01	Record Sequence	1	A constant '1'.
02	Record Identifier	1	Constant 'W'.
03-11	Social Security Number	9	If not available, zero fill.
12-38	Employee's Name	27	Left justify and fill with blanks.
39-128	Filler	90	Not used by Wisconsin Wage Record.

2W - Record

LOCATION	FIELD	LENGTH	DESCRIPTION & REMARKS
01	Record Sequence	1	A constant '2'.
02	Record Identifier	1	Constant 'W'.
03-18	Filler	16	Not used by Wisconsin Wage Record.
19-27	Employee Quarterly UI Total Gross Wages*	9	Wage paid in the quarter to the person identified on the first half of this 'W' record. Right justify and zero fill. Do not use comma, decimal points, or dollar signs. (Example: if wages are $6425.00, positions 19-27 should contain the value 000642500.)
28-128	Filler	101	Not used by Wisconsin Wage Record.

*   These fields are not in standard with IRS specifications.